

## **EMPLOYEE BLOOD DONATION LEAVE**

Pursuant to New York State Labor Law Section 202-j and the Guidelines for Implementation of Employee Blood Donation Leave issued by the New York State Department of Labor, an employer must either: allow an employee three (3) hours of leave time in any twelve-month period to donate blood; **or** allow an employee to donate blood two (2) times a year during work hours at a convenient time and place set by the employer, without use of accumulated leave time.

**Tompkins County meet's its obligation under the law by granting employees the opportunity to donate blood, two (2) times per year, at scheduled blood drives.** Such donation shall occur during work hours, without charge to leave credits. Departments reserve the right to implement specific procedures and guidelines for their employees with regard to requesting leave for the purpose of donating blood.